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UBCHEA ARCHIVES  
COLLEGE FILES  
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FUKIEN

Corres.

Sutton, Willard and Ellen

1930-1934

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FUKIEN

Fukien Christian University

January 17, 1950

Mr. Willard J. Sutton,  
P.O. Box 67,  
Baker Chemistry Laboratory,  
Cornell University,  
Ithaca, N.Y.

My dear Mr. Sutton:

On October 14, 1929, when we wrote sending a check for G\$9.66 covering the bill for the illness of your daughter Margaret while you were en route to the United States, we stated that we were tentatively charging this amount against your medical allowance but were writing the field to see whether they would approve charging the amount against your travel account instead, thus leaving your medical allowance untouched. I have now received a letter from Mr. McClure dated November 19 in which he states that he has discussed the matter with President Lin and it has been agreed that the field favors charging this item to your travel account rather than your medical allowance. We are, therefore, making the necessary adjustments on our records.

The only practical result of this change is that the amount you have available for medical expenses this year is thus increased by G\$9.66.

With kindest regards, I am

Very cordially yours,

*BA Garside*

BAG-H

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FUKIEN

TRANSFER

Fukien Christian University

March 24, 1930

Professor Willard J. Sutton,  
Department of Chemistry,  
Cornell University,  
Ithaca, N.Y.

My dear Professor Sutton:

In accordance with the request in your letter of March 21, we are asking the American Mail Line to make reservations for you on the President Jackson sailing from Seattle to Shanghai on August 23. As soon as the company has told us what accommodations they have available I will report their suggestions for your approval.

You are no doubt familiar with the fact that Professor and Mrs. Farley are also making tentative plans to sail on the Jackson.

Let me acknowledge also the receipts for \$129.93 covering the expenses involved at the hospital when your son was born. As I have already reported to you, I have written to the field asking for their approval of our paying this medical bill. It will be another four or five weeks, however, before we can hear from Fukien in regard to this matter. As I stated in my letter of February 27, we will be glad to advance this amount subject to future adjustments should that be necessary, if you find yourself in immediate need of this amount you have already expended. Please let me know if you need such an advance.

Very cordially yours,

*B. A. Garfield*

BAG-H

0797



FUKIEN

Fukien Christian University

February 27, 1930

TRANSFER

Dr. Willard J. Sutton,  
Department of Chemistry,  
Cornell University,  
Ithaca, N.Y.

My dear Dr. Sutton:

We have your letter of yesterday.

Let us hasten to extend our somewhat belated congratulations to you and Mrs. Sutton. We are glad to know that Mrs. Sutton and the young son are both getting on well.

No doubt the University will be glad to cover the cost of Mrs. Sutton's stay in the hospital, but my procedure this year has been to refer all such items of special medical expense to the field for their judgment before reaching any final decision. I hope that within a few months we may have a clearer understanding with the field which will make such prolonged delays unnecessary. If you wish, I will be glad to advance you the \$129.93 spent for Mrs. Sutton's medical expenses with the understanding that adjustment will be made before the end of the fiscal year if the field does not give its approval to charging this item against your medical allowance.

I have gone back over the correspondence with you and with Mr. McClure and find that you are quite correct in your statement that the item of G\$6.50 for launch hire which we deducted from your November salary should have been charged against your travel allowance. This item was not included in the travel expense statement you sent us in September, and since you returned an unexpended balance of G\$31.52 on your travel account it is quite proper to consider this G\$6.50 as a charge against this unexpended travel balance. We are therefore sending you a check for \$6.50 herewith.

We have not received any recent cables from Mr. Beeman, or for that matter from anyone else in Foochow. I do, however, in this morning's mail have a letter from Miss Asher containing the information that Mr. Beeman has decided to postpone his home coming until 1931.

With best wishes, I am

Very cordially yours,

*B. J. J. J.*

BAG- h  
Enc.  
CC: Mr. McClure  
Miss Lane

0798



FUKIEN

Dept. of Chemistry  
Cornell University  
Ithaca, N. Y.  
Feb. 26, 1930.

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over

Mr. B. A. Garside, Treas.  
Fukien Christian University  
150 Fifth Ave.  
New York.

TRANSFER

Dear Mr. Garside:-

During the past six weeks I have been rather busy and so have not written you. We have a son born Jan. 12, and all is well now. Mrs. Sutton's stay in the hospital was longer than usual due to several complications. Her total bill is \$122.93 plus \$7.00 for special nurse. I do not know what to do about this bill, which of course, we have already paid. Does it have to be referred to the field? There will be \$150.00 on our rent allowance which we were not using, - perhaps this could be applied. I was thinking of the \$25.00 medical allowance being kept for later examinations etc.

There was an item of \$6.50<sup>over</sup> which came from the field. This was deducted from our December salary, but it should have applied on our travel allowance, as I have mentioned in a former letter.

Have you recently received any cables from Mr. Beeman out in Foochow?

Very truly yours,

Willard J. Sutton.

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G. \$31.52 returned on travel acct.  
in connection with Oct. salary pay.  
will therefore not check account  
for G \$6.50 which will apply  
against this travel refund.

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CORNELL UNIVERSITY  
DEPARTMENT OF CHEMISTRY

ITHACA, N. Y.

Mar. 21, 1930.

Mr. B. A. Garside, Secy  
Fukien Christian University,  
150 Fifth Ave.  
New York.

TRANSFER

FUKIEN

Dear Mr. Garside:-

At last I have conferred with Mrs. Sutton and we have decided to sail via Seattle, for Shanghai on Aug. 23. Our family consists of Mrs. Sutton + and I, Margaret who will be  $6\frac{1}{2}$  years old in August, Lois Jane 3 yrs., and Willard H. 6 months. The steamer chosen, is the Pres. Jackson. <sup>Second Choice via Vancouver, (Empress of Russia Aug. 21)</sup>

I enclose herewith the receipts for ~~\$129.93~~ for expenses involved at the hospital when our son was born. I understand that you are writing to the field to get authorization to pay this from the unused balance of \$150.00 on our rent allowance. If you wish me to write or make any further explanations I will gladly do so.

Very truly yours,

Willard J. Sutton

Pa 4/3/30  
No. #1872



CABLE ADDRESS:  
"HSIHO, FOOCOW"

學大和協建福立私  
FUKIEN CHRISTIAN UNIVERSITY  
FOOCHOW, CHINA.

CODE:  
"MISSIONS"

州福國中

OFFICE OF THE PRESIDENT

處公辦長校

March 25, 1930.

FUKIEN

Dr. Willard J. Sutton  
Department of Chemistry  
Cornell University  
Ithaca, New York

TRANSFER

Dear Willard:

Enclosed herewith please find a copy each of the Employment Agreement and the Revised Schedule of Salaries and Allowances. When you are in our New York office again kindly sign two copies of the agreements, giving one to our office there, and keeping the other for yourself.

The schedule as revised by our Board of Managers on February 22, 1930, gives a little better provision for our staff in the various allowances, while the salary schedule remains the same. You will notice the increase in the children's allowances. The term of service in China after the first furlough is now six years.

It is hoped that the new schedule will work for the best interest of all parties concerned. The Board of Managers would like to do much more for our staff had our finances been in better conditions. Christian service calls for personal sacrifices, and I am sure that all of us at F.C.U. are willing to make them with encourage, faith and joy.

Yours sincerely,

*C. J. Lin*

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[2]

Fukien Christian University

Schedule of salaries and allowances for the foreign staff

Revised February 22, 1936.

1. Field Salaries

|                          | Single   |           | Married   |           |
|--------------------------|----------|-----------|-----------|-----------|
|                          | Gold     | Mex.      | Gold      | Mex.      |
| First five years         | \$750.00 | \$1500.00 | \$1300.00 | \$2600.00 |
| Extra for furlough       | 100.00   |           | 200.00    |           |
| 7th year to end of 12th  | 850.00   | 1700.00   | 1400.00   | 2800.00   |
| Extra for furlough       | 100.00   |           | 200.00    |           |
| 14th year to end of 19th | 950.00   | 1900.00   | 1500.00   | 3000.00   |
| Extra for furlough       | 100.00   |           | 200.00    |           |
| 21st year to end of 26th | 1050.00  | 2100.00   | 1600.00   | 3200.00   |
| Extra for furlough       | 100.00   |           | 200.00    |           |
| 28th year and up         | 1150.00  | 2300.00   | 1700.00   | 3400.00   |
| Extra for furlough       | 100.00   |           | 200.00    |           |

Salary begins on first day of journey to the field.

If for any reason a person stays on the field for service after his normal term of service has expired his salary for the period of extended service will be reckoned as the extra time were in the succeeding term of service. Such extra time will not be deducted from the succeeding term, and the extra for furlough allowance will be added only to the regular field salary of the normal term.

Salaries and allowances are paid in Mexican dollars as schedule, except during furlough period.

Each adult will be allowed to draw from his salary a maximum of \$50 in gold at the current budget rate per year for home purchases.

2. Children's Allowances

|   | Gold   | Mex.   |
|---|--------|--------|
| First Five Years                        | \$150. | \$300. |
| 6th year to end of 13th                 | 200.   | 400.   |
| 14th year to end of 20th                | 250.   | 500.   |
| For children in college in the homeland | 350.   |        |

3. Outfit Allowance

|   |                   |
|---|-------------------|
| Upon appointment to service                 | Single \$250 gold |
|   | Married 500 "     |
| Upon return to the field from each furlough | Single 100 "      |
|   | Married 200. "    |

Heavy furniture will be provided on the field by the University, which determines both the amount and the quality. In the event of a person leaving for any cause before the end of the term of service, the disposition of the furniture shall be decided by the University.

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4. Residence

Suitable living accommodations will be provided by the University.

5. Medical Care

Free medical attention is provided by the University for all ordinary cases. Full provision for special cases, such as major operations, is not assured, but the University would expect to give substantial help. Whenever possible the University should be first consulted before any major medical or surgical work is undertaken.

One half of dental bills will be paid by the University if approval is obtained before the bills are contracted.

Special and dental cases under this section apply to furlough period also.

6. Language Study

The University will provide a maximum of M\$120 per year for each adult to engage a language teacher while he is actively studying the Chinese language.

7. Furloughs and Furlough Allowances

After five full years (or ten semesters) of service, a furlough covering 12 months, including the time spent in travel, will be given with salary and allowances as specified below. A person leaving before the close of a semester or returning late for the opening of a new semester without special permission will forfeit his salary for period of his extended absence.

Subsequent furloughs will be at the end of six years (twelve semesters), dating from the time of return from last furlough.

Children's allowances will be the same as when on the field.

A maximum monthly rent allowance of \$20 gold per single person and \$50 gold per married couple will be allowed for a period ~~not~~ exceeding 10 months. It is understood that this money will not be drawn unless actually used to pay house or room rent.

An allowance of \$35 gold for a single person and \$75 gold for a family will be allowed for medical attention during furlough. In case special medical attention is needed the Board of Managers will join with the candidate in requesting the Trustees to make special provision. Special and dental cases under Section 5 apply to furlough period.

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reason are not returning to the field. But for those who fully expect to return, the University will consider each case on its merits. Any furlough scholarship grant must be approved by the Board of Managers.

#### 8. Travel and Freight Allowances

During travel to and from the field salary will be paid the same as when on the field.

The University will provide travel allowance from the home of the individual to the University and vice versa as per the maximum scale based on residence on the Atlantic seaboard. Shorter distances will be reckoned in proportion. The maximum travel allowance is as follows:

|   |            |
|---|------------|
| Per adult   | \$500 gold |
| Per child travelling half fare  | 250 "      |
| Per " , under half fare, according to the percentage charged by the carrying company. |            |

A freight allowance of one ship ton will be allowed for each adult and one half ton for each child, when traveling to or from the field. It has been found that the allowance described above is sufficient to cover the freight charge in ordinary cases, and without special permission the maximum allowance described above will be expected to cover freight. An exception may be made when the candidate first comes to the field, when an allowance of three tons may be made for each adult, one half ton for each child.

#### 9. Pensions

The University assumes no responsibility for pensions, but it does grant a maximum allowance of \$100 gold a year for each adult, with the understanding that this sum will be used only for the purchase of some form of insurance or annuity.

#### 10. Medical Examinations

The cost of medical examinations preliminary to appointment to the field will be paid by the University. The usual inoculations, vaccinations, etc. are required and will be paid for by the University.

#### 11. Extra-University Activities

No member of the University staff (including wives of staff members) will be allowed to engage in extra-University activities, except those of a purely social



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Nature, without special permission from the President.

12. Termination of Service

If a staff member does not return from furlough, he may receive furlough salary until he enters into regular employment. But in no case will more than six months' salary be paid.

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Ack 4/1/30

Dept. of Chemistry,  
Cornell University,

FUKIEN

TRANSFER

Ithaca N. Y.

Mar. 26, 1930.

Dear Mr. Garside:-

I wish to thank you for recent letters concerning steamer reservations etc. also for salary check' duly received.

Concerning the item of \$129.93 for hospital bills in connection with the birth of our son recently, I can say that we will prefer to wait until you hear from the field before receiving the money. There is another item, however, that now needs attention, - that is my insurance. Every year we get \$200.02 (U.S.G.) to apply on my insurance premium. The total amount is \$229.20, and I personally pay the difference. This premium is due on Apr. 1st every year, payable to the Treasurer of the United States, and is sent to the U.S. Veterans Bureau, <sup>Insurance</sup> ~~P.A.~~ Division, Washington D. C. My policy No. is ~~K~~ K446841, and it is made out in the name of Willard J. Sutton.

We have the month of April as a grace period, and you may deduct the \$29.20 from my April salary, or I will write a check for this.

Very sincerely, Willard J. Sutton.

0007



FUKIEN

Fukien Christian University

April 1, 1930

Professor Willard J. Sutton,  
Department of Chemistry,  
Cornell University,  
Ithaca, N.Y.

My dear Professor Sutton:

Let me acknowledge receipt of your letter of March 26.

You mention having received my letter of March 28 concerning reservations on the President Jackson but you do not state definitely whether you like the space reserved for you and wish us to give the American Mail Line a formal confirmation. Will you please let me know your wishes in the matter?

In accordance with your suggestion, we will hold in abeyance the item of \$129.93 for hospital bills until we have heard from the field.

Our office is sending the U.S. Veterans' Bureau a check for \$229.20 to cover your insurance premium. We will deduct the \$29.20 from your April salary.

Very cordially yours,

*W. A. Gause*

BAG-H

CC: Miss Lane

Discussed  
with Dr. Lutton  
in person

FUKIEN  
TRANSFER

5/2  
0/2  
Dept. of Chemistry,  
Cornell University,  
Ithaca, N. Y.

Dear Mr. Garside:- May 26, 1930.

My May salary check has been received, and I note you have included the allowance to date for our new-born son. I wish to thank you for all of this.

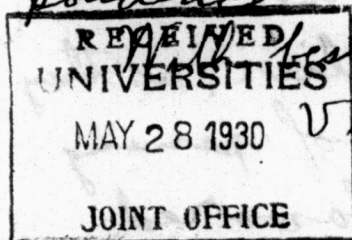
I have just received a letter from President Lin, asking us to travel second class, to save expenses. Also, that they wish us to arrive on the field earlier, as they have advanced the date of opening school. I have always favored

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second class travel for missionaries<sup>[2]</sup>, but I doubt if we can get reservations now. Also Margaret, our older daughter, has just started having the whooping cough, and it may drag on to mid summer, especially if the younger children get it.

There is a possibility that I will be in New York this coming Thursday, and perhaps Friday, in which case I will call on you, probably Thurs. morning. If I find it impossible to make this trip, I will take up the above matter in greater detail by correspondence.



Best wishes, I am,  
Very sincerely yours,  
Willard J. Sutton.

FUKIEN

Alfred, N. Y. [ ]  
June 4, 1930.

TRANSFER

Mr. B. A. Garside, Secy.  
Fukien Christian University,  
150 Fifth Ave.  
New York.

Dear Mr. Garside:-

Mrs. Sutton and I have talked over the matter of sailings, and we think it is all right to schedule us second class on the Empress of Russia, sailing from Vancouver Aug. 21. I assume you will not cancel our present reservations on the Pres. Jackson, sailing from Seattle Aug. 23, until we are certain to get on the Russia. This change gets us into Shanghai four days earlier, and we ought to be in Foochow by Sept. 9th or 10th.

The family as you know consists of:-  
two adults, Margaret  $6\frac{1}{2}$  years, Lois Jane  
3 years, and Willard Holmes 8 months (next August)

It would be very difficult and uncertain for us to push our sailing ahead two weeks for several reasons. We have an unusual amount of packing this trip, and it would be difficult to leave home Aug. 1st. But the main reason is that it is not advisable



6/4/30<sup>[2]</sup>  
to take the baby into the heat of Shanghai,  
and particularly Foochow, in the late days  
of August or early September. The other  
children have not shown signs of whooping  
cough, but if they should come down now  
it might drag on to sailing time.

I have been thinking about the suggestion  
that we go out under the Methodist Board, and  
I can see no reason why we, from our side,  
would not be able to work in good harmony,  
under such a plan. If, however, there were  
some matter of policy involved, the Methodist  
Board might not feel free, altho I judged  
from Cartwright's conversation that it would  
probably be all right. The only thought that  
has occurred to me since seeing you, is  
that perhaps I should have left myself open  
to invitation by any of the Mission Boards  
involved. But we will be glad to be Metho-  
dists if that is O. K. with them.

I was glad to meet you the other day  
and I hope to see you again this summer,  
at least Mrs. Sutton will be in New York.

Very sincerely,

Willard J. Sutton

FUKIEN

INDEXED

Fukien Christian University

June 4, 1930

Dr. W. I. Chamberlain,  
25 East 22nd St.,  
New York, N.Y.

My dear Dr. Chamberlain:

We are sending you herewith three copies of an employment agreement of renewal for Dr. Sutton, as sent to us by President Lin.

Dr. Sutton was in our office last week, and at that time I had a long talk with him in regard to the suggested procedure whereby he and the other University supported Western members of staff would become regular missionaries of some one of the cooperating Mission Boards. Dr. Sutton favored this proposal. He and I had a brief conference with Mr. Cartwright who also is sympathetically inclined. Dr. Sutton's most natural relationship would be with the Methodist Board if such a change of status is effected.

Inasmuch, however, as it will be some weeks or months before any final action can be taken on these proposals, it seems wiser both to Dr. Sutton and to Mr. Cartwright for us to execute the renewal of Dr. Sutton's present employment agreement with the University. If and when his status is changed to that of appointee of the Methodist Board there should be no difficulty in superseding this present employment agreement with his new agreement with the Methodist Board as one of its regular missionaries.

If you agree to the policy suggested above will you please sign these three copies of the employment agreement and return them to our office. Your signature should be placed on the line indicated by an X. I will sign my name as witness and will affix the seal of the University.

Very cordially yours,

B A GARSIDE

BAG-H

Enc.

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FUKIEN

EMPLOYMENT AGREEMENT

between

TRANSFER

Fukien Christian University, Foochow, China, as the first party and  
Willard James Sutton as the second party. Each party keeps a copy of this contract  
duly signed.

Fukien Christian University agrees to and does employ Willard James Sutton  
for the position of Professor of Chemistry for a term of six  
years, beginning August 1st, 1930 at M\$ 2,800 per year.

The salary, allowances, residence provision, travel, etc. are specified in detail under the "Schedule of Salaries and Allowances for the Foreign Staff, Revised Feb. 22, 1930", affixed hereto.

The University, upon due notice in writing, may terminate this contract at any time, upon the payment of a sum equal to three months' salary from the date of said termination, and full travel expenses to the address given below, by the most direct route, and by either second or first class ocean travel as may seem wise at the time.

Willard James Sutton hereby accepts the above mentioned employment and the foregoing terms and conditions, and agrees, that if for any reason he/she resigns the position before the expiration of one-half the term of this contract, he/she will reimburse the University for such proportion of the outgoing and outfit expenses as the time of actual service bears to one-half the full term of service as above set forth, and that if he/she resigns before the completion of the whole term of the contract, no payment shall be made by the University for travel expenses to the home of the second party to this contract, except in case of sickness or some cause fully approved by the Board of Managers of the University.

This contract may be renewed or extended by mutual agreement.

Signed on the 29th day of May 19 30.

For the University, First Party to the Contract

Witnesses

For the Second Party to the Contract

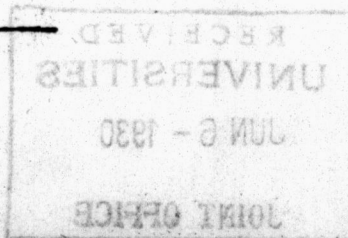
Willard J. Sutton

Place of Residence in U. S. A.

Alfred M.Y.

B. A. G. G. G.

Florence M. Bedient



0814

EMPLOYMENT AGREEMENT

between

Fukien Christian University, Foochow, China, as the first party and  
Willard James Sutton as the second party. Each party keeps a copy of this contract  
duly signed.

Fukien Christian University agrees to and does employ Willard James Sutton  
for the position of Professor of Chemistry for a term of six  
years, beginning August 1st, 1930 at M\$ 2,800 per year.

The salary, allowances, residence provision, travel, etc. are specified in detail under the "Schedule of Salaries and Allowances for the Foreign Staff, Revised Feb. 22, 1930", affixed hereto.

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Willard James Sutton hereby accepts the above mentioned employment and the foregoing terms and conditions, and agrees, that if for any reason he/she resigns the position before the expiration of one-half the term of this contract, he/she will reimburse the University for such proportion of the outgoing and outfit expenses as the time of actual service bears to one-half the full term of service as above set forth, and that if he/she resigns before the completion of the whole term of the contract, no payment shall be made by the University for travel expenses to the home of the second party to this contract, except in case of sickness or some cause fully approved by the Board of Managers of the University.

This contract may be renewed or extended by mutual agreement.

Signed on the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_

For the University, First Party to the Contract

Witnesses

\_\_\_\_\_  
For the Second Party to the Contract

\_\_\_\_\_  
Place of Residence in U. S. A.

\_\_\_\_\_  
Alfred N.Y.

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FUKIEN

TRANSFER

Fukien Christian University

June 11, 1930

Dr. Willard J. Sutton,  
Alfred, N.Y.

My dear Dr. Sutton:

Let me acknowledge receipt of your letter of June 4.

We have asked the Canadian Pacific Steamship Company for second class reservations on the Empress of Russia sailing from Vancouver August 21 both for your family and for the Farleys. The company has today informed us that they are holding for us cabins Nos. 306, 308, 312, and 366.

I am enclosing herewith a cabin plan of the Empress of Russia showing the locations of these accommodations. It seems to me that cabins Nos. 306 and 308 would be the most satisfactory for your family. Professor and Mrs. Farley have asked for one large cabin for their family rather than two smaller cabins so I am asking the Canadian Steamship Company if they cannot offer us one large cabin for the Farleys in place of Nos. 312 and 366.

I am holding these reservations tentatively until we hear from you. Will you please let me know at your earliest convenience whether or not this space is satisfactory to you?

I am glad to have your further comments on the suggestion that you and the other University supported members of the staff be made regular missionaries of the cooperating boards. I have written a long letter to President Lin in regard to the matter and have also communicated with Mr. and Mrs. Martin. I presume that the Beemans will be leaving Foochow before a letter could reach them, so I am waiting until they arrive here before taking up the proposition with them.

I am returning herewith your copy of the employment agreement and am mailing one copy to President Lin. Our office has had a third copy prepared to be kept in our files here in New York. Since you signed only two copies I am enclosing herewith this third copy which I would appreciate your signing and returning to us at your convenience.

Very cordially yours,

*W. J. Garside*

BAG-H

Enc.

0816

FUKIEN

TRANSFER

July 16, 1930

Mrs. Willard J. Sutton,  
11 Seneca Street,  
Hornell, N. Y.

My dear Mrs. Sutton,

So sorry that we missed seeing you yesterday. My understanding was, when I left you, that you would call me up some time Monday morning, but not receiving any message I called up your apartment but the exchange operator said there was no one at home and took my message, which she promised to deliver. In fact it was that you had an appointment with Dr. Jarvis for 2 o'clock on Tuesday. I called up again Tuesday without success, and as you did not come at the time indicated, I presumed that the message had not been delivered.

It is now in order for you to make arrangements for a medical examination in Hornell. The usual cost is \$5.00 for such examination and we should be glad to remit this amount upon receipt of the bill.

We repeat what we said to you the other day, that we shall be very glad to receive anything from Fukien which gives us a better idea of your activities, and of the lay-out of the campus.

Very cordially yours,

C. Q. Evans

CAE:A

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TRANSFER

FUKIEN

August 7, 1930

Dr. Willard J. Sutton,  
P.O. Box # 594  
Alfred, New York

My dear Dr. Sutton,

Since Mr. Evans is just leaving the office for a brief vacation, I will acknowledge receipt of your letter of August 5th.

Your Western clergy application blanks were forwarded to Chicago several days ago. Your blanks should have reached you by this time. Let us know if they still have not arrived.

The Travel Department of the Methodist Board suggests a number of Vancouver Hotels, which I quote below with their comments:-

Hotel Dunsmuir, 500 Dunsmuir Avenue, Vancouver "\$2.50 per day and up. Up-to-date first class."

Metropole Hotel, 100 Cordova, Vancouver "\$2.00 per day and up."

Miss M'Quillan, 1110 Butte Street, Vancouver "Missionaries coming out or going home via C.P.R. can comfortably be entertained there. Steamers and trains met if due notice is given. Charges moderate."

Your suggestion that you ship your freight to us here in New York for forwarding through the Methodist Board is quite satisfactory. We will be on the lookout for it. Since it will be some weeks before we know what the charges will be we will not try to collect from you before you sail but will later send the field a notice of the amount we have expended and have the field treasurer make the necessary adjustment with you.

I am enclosing herewith a check for \$147.92, being your August salary less \$2.08 for Western Clergy certificates.

I enclose also two medical blanks, one for yourself and one for Mrs. Sutton. I believe Mrs. Sutton is already attending to her medical examination, but am including a set of papers for her to avoid any possible delay. We trust both of you will get your health reports into our hands with a minimum of delay, for it is always desirable to complete our check-up before travel to the field actually begins. Only last month we discovered that a young lady who was planning to sail in a few weeks had an active case of tuberculosis!

0018

Dr. Sutton -2

We will await with interest the carved cork picture of the University, and also the colored photographs.

Since I may not have occasion to write you again before you sail, I take this opportunity of extending to you and to Mrs. Sutton the warmest of good wishes for a speedy and pleasant journey to the field, and for a most happy period of service in the important Christian task you are soon to be taking up again. It has been a great joy to Mr. Evans and myself to have had this opportunity of meeting you this year.

Cordially yours,

*BA Gasside*

BAG/G

Enc. 3

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FUKIEN

Alfred, N. Y.  
July 19, 1930.

[17]  
over

My dear Mr. Evans:-

TRANSFER

We were late getting over to the New York side from Jersey City last Sunday morning when I expected to call you up, so I delayed doing it until the afternoon. Then I received your message (my sister had received it at the apartment - before joining us in N. Y.) and intended to keep the appointment - with Dr. Jarvis on Tuesday.

Then I received a letter from home saying the baby's vaccination for small pox was taking and I felt I must come home as soon as possible as I knew he would be sick. That evening I tried to phone Dr. Jarvis that I would not be able to keep the appointment, but without success, altho the operator "paged" him a long time at the New York Athletic Club. I asked my sister to call you up and let you know, but she

0020

evidently forgot to do it.

I am very sorry to have caused you this trouble.

Thank you for the blanks which I will have filled out as soon as possible. As I am a physician there will be no fee for the physical examination.

We will be glad to ship to you the pictures of which I spoke, in a few days. I am going to try and keep the home office better informed about our activities in the field.

Very sincerely yours,  
Ellen H. Sutton.

JUL 19  
1930



0821



Mr. C. A. Evans,  
Fukien Christian University,  
150 Fifth Ave.  
New York.

P.O. Box 594,  
Alfred N.Y.  
Aug. 5, 1930.

FUKIEN

[1]  
over

Dear Mr. Evans:-

TRANSFER

A few days ago I mailed you our Western Clergy blanks filled out, ready to send in, except for a letter from you. I trust we will receive our Clergy fore certificates in a few days.

We are planning to leave Hornell N.Y. at 5 P.M. Aug. 15. This will give us twelve or more hours in Chicago and more than twenty-four in Vancouver, before we sail. I have written for reservations but have had no reply yet, we want to go via Canadian Pacific. While in Van-

0022

cover, what hotel <sup>AUG 5 1930</sup> would you recom-<sup>[2]</sup>  
mend for us to stop at? We have  
not been out that way before.

In a few days we will have our  
freight shipment ready. Unless you  
suggest some other way, I will ship  
it to: W. J. Sutton, 150 Fifth Ave., New  
York, and have the bill of lading  
marked "Deliver to Board of Foreign  
Missions". As you have given me all  
the money on our travel allowance,  
I will have to mail you a check as  
soon as I get the bill. There will also  
be an item \$2.08 for our Western  
Clergy blanks.

I have recently misplaced my Physical  
examination blank, please send me  
another for fear this one is lost in  
the packing. Very truly yours,  
Willard S. Sutton.

0823



[37]



AUG 5 1930

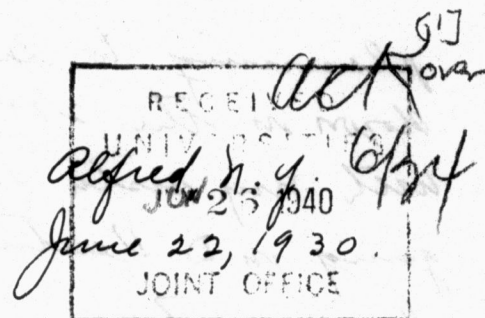
P. S. I have a carved cork picture of the University, also enlarged photos in color of the University, of our science building, and one uncolored ditto. As soon as I can pack these properly or forward by some one going to New York, you will receive them.

I am not sure whether we receive our August salary before we leave, or when we arrive in Foochow.

Sincerely,  
Willard J. Sutton

0824

over



Dear Mr. Evans,

On the 5<sup>th</sup> of June his daughter came home from the hospital - to go to bed - as she was very weak and one incision still discharging. She was doing very well, altho she had a slight rise in temp. in the afternoons, until about a week ago when her pulse became more rapid + temp. has been going a little higher - so I am keeping her very quiet.

As the Ventnor cottage will be ready for us June 28<sup>th</sup> I am

0825



6-22-30 [2]  
planning to drive the children  
down on the 27<sup>th</sup>, staying overnight  
with my sister in Brooklyn and  
going on to Ventnor the next day -  
I am writing Dr. Vaughan for  
an appointment Friday am. June<sup>28</sup>  
as I believe, if he has time,  
that he would like to see his Jane.

<sup>Paid 6/24/30</sup>  
<sup>#3336</sup> I am enclosing a receipted bill  
for \$46.00 from the Bethesda  
Hospital. I have just sent a  
check for \$40.31 in payment of the  
final bill - <sup>and</sup> am awaiting the  
receipt. I trust my June salary  
check will arrive in time for  
me to bank it here before  
leaving for Ventnor.  
There are anxious times and I  
have been wondering what the missionary  
situation is in China.  
Sincerely yours  
Ellen H. Sutton.

0826

Dept of Chemistry<sup>[17]</sup>  
Cornell University

Mr. B. A. Garside, Secy  
Fukien Christian University,  
150 Fifth Ave.  
New York.

FUKIEN

Ithaca, N. Y.  
June 23, 1930.

TRANSFER

INDEXED

Dear Mr. Garside:-

Your letter of June 11th was received just as I left Alfred. I will be in Ithaca about two weeks more, after which I will be in Alfred until about Aug. 15th when we leave for China.

I think the reservation you have made for us on the Empress of Russia, cabins 306-308, will be as satisfactory as any in second class. Thank you very much for making these arrangements.

Probably when you took my copy of the contract to Dr. Chamberlain for his signature, the mimeographed copy "Schedule of salaries" was detached. I imagine it is on file in your office as it was not enclosed with the contract. I enclose, herewith, the extra copy of the contract signed as you have requested.

Filed under 5/29/30

0827



JUN 23 1900 <sup>527</sup>  
We already have our clergy fare books from the Eastern clergy bureau. Perhaps you can send us application blanks for the Western Clergy Bureau, or perhaps a letter or some special certificate would be enough since we make only one trip.

In your letter you mentioned waiting to see Mr. Beeman on his return this summer. Unless some quite recent change has occurred, the Beemans are not planning to come to this country before next January, and probably next June.

Soon we will be making our outfit purchases and will need our outfit allowance.

Mrs. Sutton will be in New York about the middle of July and will see you in case I am unable to get to the city again.

Very cordially yours,

Willard J. Sutton

RECEIVED  
JUN 23 1900

0020

✓  
Tuesday A.M.

FUKIEN

(1)  
over

Mr. C. A. Evans, Treas,  
China Union Universities  
150 Fifth Ave.  
New York.

11 Seneca St.  
Hornell N. Y.  
July 9, 1930.

TRANSFER

new address  
noted 7/14/30

Dear Mr. Evans:-

I have never thanked you for  
sending our June check early.  
From now on my address will be  
Hornell N. Y., as above, until we  
leave for China about Aug. 15 th.

Mrs. Sutton is in New York and  
I have asked her to call on you  
if she has time. She may want  
to draw on our outfit allowance  
to make purchases while in  
New York.

0829



Mrs. Sutton may also want <sup>to</sup> have a medical examination while in New York.

Could your office make any use of a 7x11 colored photograph of Fuhien Christian University? If so tell Mrs. Sutton and I will send you one.

Very truly yours,

Willard J. Sutton.  
Our son on ch  
Rely upon B. H. H. H. H. H.

Ellen H. Sutton.

2801 Boulevard

Seville  
7-9-30

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J. C.  
Rm C 9

Del 3022

0830



Ask the person writing you  
about the

[1]  
over



FUKIEN

FEDERAL  
AT SEVENTH ST

TRANSFER

VERNON HUFF, Mgr.  
SAN FRANCISCO, CALIF.

Aug. 20, 1930

Dear Mr. Garside:-

We are safely <sup>arrived</sup> in San Francisco, and everything is ready to sail tomorrow at noon. I have been so busy the last few weeks that I have hardly acknowledged your many letters and telegrams.

It caused a lot of trouble when our sailing reservations had to be changed, but I know your troubles were worse than ours, as you had to plan for many families, and we are thankful for all you have done. We are fortunate in losing only a week. I have not seen Mr. Farley yet but I suppose he

0031



will come in today.

AUG 20 1930 [23]

We had to leave without having packed all of our freight, but it will go to you in about a week, for reshipment to Foochow. I will have a packing list sent to you with the freight bill of lading.

We sent our last shipment thru the N.Y. office in Nov. 1923, but for some reason it was held two months in N.Y. before forwarding. I trust the present shipment can come thru quite soon as we will need the supplies etc. in cold weather.

When I consider the large number of letters, checks etc. I have received from you, I realize how much time you and Mr. Evans have spent on our behalf during the year. Please accept our thanks. With our best wishes to you and Mr. Evans, I am, Very Sincerely,  
Willard F. Sutton

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FUKIEN

TRANSFER

Fukien Christian University

August 27, 1930

Dr. Willard J. Sutton,  
Fukien Christian University  
Foochow, China

My dear Dr. Sutton:

I have your letter of August 20 written from San Francisco.

I am glad to learn that you arrived safely in San Francisco and were able to complete all the necessary details preliminary to your journey. I sincerely hope that your Pacific crossing was a pleasant one, and that it gave you an opportunity for getting rested. I know that as soon as you arrive in China you will at once plunge into the work and will have little further leisure for many months to come.

I am very sorry indeed that your last few days at home were made more difficult because of the late change in your sailing arrangements. It is hard enough under the best conditions to say farewell to the home folk and start off to the field for a long period.

We will be on the lookout for your freight, and will try to see that it is forwarded to Foochow with a minimum of delay. It is always necessary for us to hold freight of this kind until the Methodist Board has a sufficient quantity to justify a shipment to China. However, at this season of the year the Methodist Board must be sending out quite a quantity of freight so there shipments should be going at frequent intervals.

It has been a great pleasure to Mr. Evans and me to have come to know you this year. We shall always be interested in keeping in touch with you and your work.

BAG-H

Very cordially yours,

*B. A. Garside*

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FUKIEN

TRANSFER

Fukien Christian University

November 28, 1930

Dr. and Mrs. Willard J. Sutton  
Fukien Christian University  
Focchow, China

My dear Doctor and Mrs. Sutton

Several days ago we received the carved cork picture of the Fukien campus and it is now decorating the walls of our office. It is a perfectly beautiful piece of work and is the constant admiration of visitors, to whom it seems incredible that such delicate work could be so perfectly executed. As often as I look at it, I find myself also filled with admiration. We shall be very choise of it and guard it very carefully while you are away. In the meantime, through this medium Fukien is getting some good advertising. We are not just sure that it is bringing any cash dividends, but nevertheless it is excellent publicity material.

With sincerest and best regards to you both,

Very cordially yours

*C. A. Evans*

Assistant Treasurer

CAB:MS

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# The China Press

FUKIEN

SHANGHAI, SUNDAY, OCTOBER 4, 1931

## Fifteenth Birthday Of Fukien Christian University Finds Enrollment At Peak

### Science Is Emphasized Subject; School Well-Equipped

By Willard J. Sutton

Fukien Christian University was registered with the National government in January of this year, and this, combined with the increase in dormitory space has brought about the largest student enrollment in the history of the institution.

The 15th anniversary of the founding of the school was also celebrated this year, and the review of its past history has shown quite clearly the remarkable advances made in science work during this period.

The Rockefeller Foundation (China Medical Board) gave generous aid in the difficult years at the start. This consisted not only of aid in equipment and teaching staff, but also in valuable advice from experience with problems in other schools. In recent years research by the staff has been on the increase and some of the more important problems have received aid in equipment from the Rockefeller Foundation and the China Foundation for the Promotion of Education and Culture. The Hon. S. K. Cheng, Fukien commissioner of education has also helped by his fine co-operation and his desire to raise the standards of all the schools in this province.

#### Emphasis On Science

The faculty has always placed great emphasis on science, even in the Arts College. This is due in part to the fact that many of the teachers of non-science subjects have had considerable training in some branch of science. For very many years all students who plan to major in fields other than science have been required to choose first

year courses in at least two of the three sciences—biology, chemistry and physics, and many are encouraged to take additional work. Science majors must elect a minimum of 30 percent of their courses in the department of their choice, and invariably they take work to supplement this in other fields of science. These requirements are higher than in most of the other colleges of Arts and Science in China today. So far no master of science degrees have been given, but as equipment and staff have increased, more and more students are staying on for post graduate work.

The science staff has been strengthened during the past year by the arrival of two Chinese teachers who have recently received their doctors degrees after graduate study in the United States and Europe. Of these one is our own graduate returning to work in the biology department, while the other is now starting a laboratory of experimental psychology. In addition, a teacher with a civil engineering degree and many years of practical experience, has joined the physics staff to help carry out the program of emphasis on applied physics. An instructor has been added to the biology and chemistry departments. These men are both our own graduates, and have had two years of post graduate study and teaching experience. During recent years members of the science faculty have spent their furlough years in study and research at the following institutions: California Institute of Technology, University of Chicago, Cornell University (2), University of Maryland, University of Michigan and Yenching University.

#### New Equipment

New laboratory equipment and furniture will bring the inventory of the science departments close to \$110,000. This figure should not be depreciated because of the present low value of the silver dollar as it is based almost entirely on former prices of materials etc. The

library now contains more than 10,000 English and 13,000 Chinese volumes in which science is well represented. Among the most recent acquisitions of apparatus are biological and chemical microscope equipment, an oil furnace for burning pottery and an eight-inch reflector-type astronomical telescope. The glass mirror for this instrument was very carefully ground and polished here in the physics department, and it represents much more than 100 hours of patient work and testing. These things shall be described more in detail in the departmental reports which follow.

One project which has been under consideration for some time is the establishing of an agricul-

tural experiment station. The campus contains more than 60 acres, much of which is valuable flat land by the river, while other parts are on the hillside and have been planted with tung oil and many other valuable trees. This land has already been used for a long time for rice selection, mulberry trees and nurseries. Work on experimental silk production has been temporarily suspended while the professor in charge has gone one furlough. When this teacher returned to the United States for study and research, he took with him more than 30 miniature hives containing queens and workers of the native honey bee. These were taken to the United States Department of Agriculture in Washington D. C. for experimental breeding purposes. Many of the queen bees died on the long and difficult journey, but at least three of those subjected to artificial fertilization are now successfully established in hives as egg-laying queens.

#### Pre-Med Work

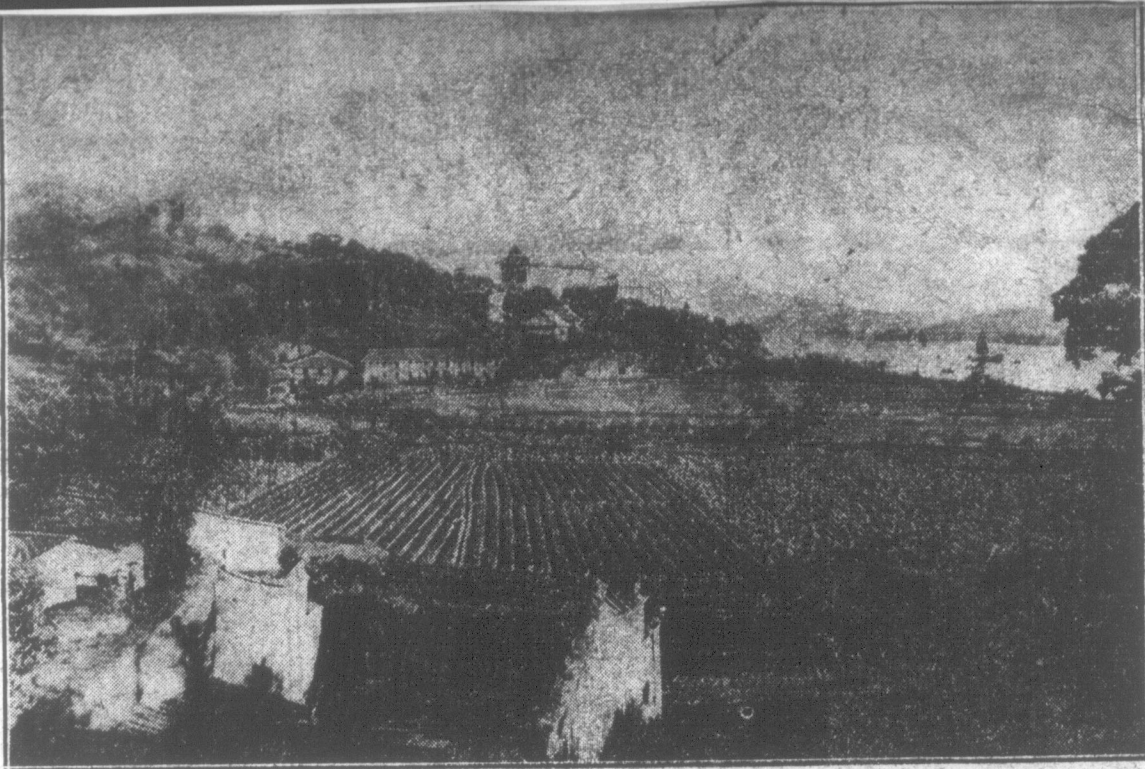
Special attention has always been given to the pre-medical course. The three-year course is popular because it permits of entrance into medical school in the

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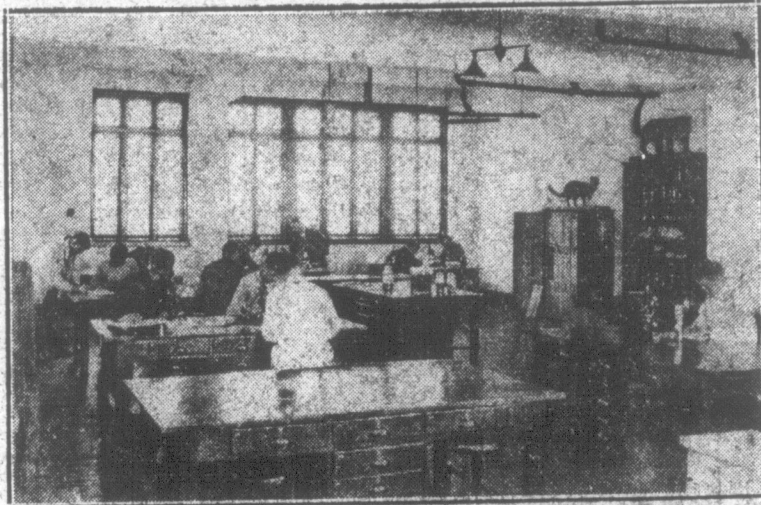
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1931



Upper: A panorama of Fukien "U" showing the athletic field and a part of the land that has been used for rice selection experiments, growing mulberry trees, etc. Center: the Zoology class at work. Lower: students in the library in which are contained more than 23,000 volumes of English and Chinese books.



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OCT 4  
1931

short at time possible, but many students elect the four-year course with its better preparation and more balanced curriculum. Students who have entered the Peiping Union Medical College and other medical schools in China and abroad have, almost without exception, made good records.

#### Biology Department

The work of the biology department is planned to meet the needs

of prospective teachers of biology or general science in high schools, students preparing to study medicine or desiring to specialize in other technical or applied sciences, those expecting to pursue graduate work in biology, and those who seek a knowledge of the facts and theories of biology as part of a liberal education. The biology department occupies the second floor of the Science Hall and part of the top floor and basement. The laboratory for general biology and zoology is a large room, accommodating 40-50 students, and being equipped with working desks, preparation and demonstration tables, cases for microscopes and for type specimens and models. There are two rooms used as offices, which at the same time serve as private laboratories for teachers. Adjoining each office room is an advanced zoological laboratory, which is furnished with tables, cabinets, shelves, specimen cases, etc. There is also a commodious herbarium room which opens into a seminar room and both of these are being utilized as special research laboratories for advanced students. Two large rooms on the top floor are used as biological museums. All the rooms are well furnished and equipped, and are fitted with water and electricity.

#### Well Equipped

The equipment of the department, in addition to general fixtures, consists of about 60 dissecting and 40 compound microscopes, a stereo-binocular microscope, a camera lucida, a projection apparatus, an incubator, rotary and sliding microtomes, microtome knives, microscope lamps, paraffin ovens, miscellaneous apparatus required for general and advanced work, and about two thousand prepared micro-slides of biological material which are being catalogued for reference. Glassware, chemicals, stains and collecting apparatus are provided for technical, microscopical, anatomical and field work.

The museum collection is composed almost entirely of Fukien forms. A fairly large assortment of insects has been gathered and over 1,000 of them have been sent to the British Museum for identification.

cation. There is a good collection of birds, and the herbarium contains over 14,000 numbers, or approximately 70,000 sheets, of Fukien plants. Some 10,000 numbers have been identified, and 6,000 of the specimens have been mounted.

#### Library Equipment

The library contains a working collection of biology texts and books for reference, as well as files of the more important journals and biological treatises and reprints. Many of these are intensively used for class-study, reference and research.

The teaching staff has shown remarkable enthusiasm and fine team work, which is, indeed, a source of much gratification. The Department has been much strengthened by an addition of a recent Sc. D. from Michigan University, one of our own graduates of the class of 1926. Another alumnus, class of 1928, has joined our staff this fall after a year of graduate study at Yenching. We feel very proud indeed, in having our biology majors come back to take up teaching work in their alma mater.

The number of students registered in our department for the current school year (1930-31) shows a distinct increase over the enrollment of the preceding year (1929-30).

The courses now offered by the biology department are listed below. In general, courses numbered from 1 to 100 are elementary; those numbered from 200 to 300 are designed for advanced students; those with numbers above 300 are primarily for majors. Some of the advanced courses are given in alternate years.

|       |   | credits |
|-------|---|---------|
| Biol. | 101 General Botany                                | 4       |
|       | 102 General Zoology                               | 4       |
|       | 161 Organic Evolution                             | 2       |
|       | 171 Eugenics                                      | 2       |
| Zool. | 251 Invertebrate Zoology                          | 4       |
|       | 252 Vertebrate Zoology                            | 4       |
|       | 261 General Entomology                            | 4       |
|       | 262 Comparative Anatomy and Physiology of Insects | 4       |
|       | 263 Parasitology                                  | 4       |
|       | 271 Animal Genetics                               | 4       |
|       | 272 Plant Genetics                                | 4       |
|       | 361 Organic Evolution (Advanced)                  | 2       |
|       | 373 Vertebrate Embryology                         | 4       |
|       | 374 Animal Histology                              | 4       |
|       | 381 Microtechnique                                | 1-2     |
|       | 391-2 Zoological Seminar                          | 1-2     |
|       | 491-2 Zoological Problems                         | 1-2     |

#### Research Emphasized

Research work has attracted considerable attention in our department, both because its results are of great practical value, and also because it creates an inspiring force in the student's life. Our teachers are fully aware of the fallacy of trying to do good teaching without some research. Means have been provided to promote the spirit of research and to foster and encourage research activities among

our students. A student society comprising more than 70 members serves to create interest in the study of nature and to make possible a friendly contact between teachers and students. Papers on appropriate topics and reviews of current biological literature are prepared by students and read before the club. The society publishes its proceedings annually under the auspices of the Department.

There are three or four major projects of research which have been carried on or are being taken up at the present time. Much progress has been made in rice selection. Statistics show that the local farmers may increase their rice crop about 30 per cent by simple processes of seed selection. Bees of various kinds have been studied with respect to their anatomical features and their commercial value in the production of honey. A new research has been started on the biology of the local amphibians, emphasizing particularly the embryological development of sex and germ cells in these forms. The work will later on be extended to chickens and also invertebrates. Plans have been arranged to perform experimental work on the transformation of sex in animals.

#### Chemistry Department

Several changes in the Chemistry courses have been made in the past few years. Qualitative analysis through the metals, is introduced in the last half of the first year course in inorganic chemistry. The second year course consists of elementary physical chemistry and elementary quantitative analysis. This introduces the necessary quantitative procedures early in the course, and at the same time gives good preparation in the fundamental theories of chemistry, which proves of great value in the advanced courses which follow. In addition this plan is quite similar to that in many other colleges and universities in China, thereby aiding in coordination of work and student transfers. The third year course, organic chemistry, completes the requirements in the three- and four-year premedical courses.

For chemistry major courses in advanced qualitative and quantitative analysis are offered. These include advanced procedures and practical problems as in the examination of minerals and commercial products, and methods are introduced using special instruments as in colorimetry, collorimetry of coal, refractometry of oils etc. Advanced courses are also offered in inorganic and organic laboratory work, and in addition in sanitary chemistry, colloid chemistry, industrial chemistry, and photography. Each senior must work out a thesis and care is taken to choose a practical problem, having applica-

tion to local conditions, as far as possible.

#### Favorable Comparison

The chemistry Department has an unusually fine equipment which compares very favorably with that of the other leading schools in China. The desks and other furniture have been very carefully planned, the glassware and chemical stores are large and complete for the work done. Many special instruments are available for work in chemical and ordinary microscopy, advanced spectroscopy, refractometry, polarimetry, gas analysis and fuel calorimetry.

The library is small but well selected with leading books in various fields. Each year several hundred dollars worth of the more important new books in chemistry are added, and we have many of the leading reference books and tables. Eight leading chemical journals of various types have been received regularly for many years so that practically complete files of these are available.

#### Research Work

Special work and research problems are constantly carried on by the staff members. A series of problems in colloid chemistry on the effect of hydrogen ion concentration on the sedimentation of clay, and related problems, has just been completed. At present a comprehensive examination of the water of the Min River is being carried out from both the chemical and the bacteriological sides. The Min is the only large river in Fukien Province and is the main artery of traffic for the ocean steamers stopping at Pagoda Anchor age and the veritable city of boat people at Foochow, and hundreds of boats large and small are constantly travelling on all parts of the river. This body of water is the sole water supply for many thousands of people not only in the boats but also in the cities and villages along its banks. At the same time the river is the only method of sewage and garbage disposal for these same people, so the sanitary problem is very great. A systematic bacteriological and chemical examination of the water taken from the river at various places, at different seasons of the year, and under conditions of the flood and low water, will not only have great scientific interest, but will also have much practical value. The examination now going on includes not only the usual complete sanitary examination, but also hardness, mineral content and suitability for use in boilers.

#### Study Of Clay

A furnace has been built for ceramic investigations of clay, porcelain and glass. Best grade North China fire clay has been used, and it is heated by a large self-vaporizing type of oil burner. So far, various types of local clays have been tested and their value determined. The next immediate project is to make a true high fire porcelain using local clay.



OCT 4  
1931

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The department now has a fairly complete equipment for work in chemical microscopy for either advanced students or research. Additional microscope equipment and grinding and polishing machinery will be available for work in metallography and petrography.

#### Physics and Mathematics

Recently additional laboratory apparatus has been purchased to the value of \$4,000 gold and as mentioned above several new machines have been made in the work shop. An emphasis is being placed now upon applied physics or pre-engineering work in order to meet China's needs in this time of reconstruction and further development.

Every alternate year advanced courses are given in surveying, Testing of Materials, Aeroplanes, Hydraulics, Drawing and Reinforced Concrete Design in addition to the two years of foundation courses in physics and mathematics. Rather special attention has also been given to developing a course in pre-medical physics where special problems in radiation as well as the physics of the apparatus that is used in modern electro-therapeutical practice is studied.

In mathematics, courses in statistics and in the mathematics of Finance have been given. The last time the Testing of Materials course was given the students made a

series of small reinforced concrete beams with increasing amounts of spiral steel wire for shear reinforcement. After maturing, each beam was tested to destruction and in each case the measured strength agreed well with that predictable from known theory. These students also got valuable experience on concrete proportioning and mixing. A course in workshop practise is also given to develop hand technique.

#### Telescope Mirror

An eight inch diameter telescope mirror has been ground and figured by methods published in the "Scientific American" and it is about to be mounted in the telescope tube and set up for use. The equatorial head was made by Pierce of Springfield, Vermont and gives a fixed eye position for all positions among the stars. A Radio Laboratory also is being built up.

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FUKIEN

INDEXED

June 15, 1932.

Dr. and Mrs. W. J. Sutton,  
Fukien Christian University,  
Foochow, China

My dear Dr. and Mrs. Sutton:

I am not sure that there has been brought formally to your attention the action of our Fukien Board of Trustees whereby the Treasurer of the Board of Trustees was instructed to pay to the University-supported Western members of the staff the amount needed to bring the scale of salary and allowances you have received from the University during the fiscal year 1931-32 up to the level which is paid by the Board of Foreign Missions of the Methodist Episcopal Church to its missionaries in the Foochow area. This action was taken several months ago, but various questions have arisen which have delayed our actual disbursement of the appropriation until the present.

I am enclosing herewith a check for G.\$762.09 which, according to our computation, in consultation with Mr. Cartwright of the Methodist Board, appears to be the amount to which you are entitled. You will notice that on this basis you would have received G. \$662.09 more as a Methodist Missionary than you have received from the University this year.

However, we estimate that the University appropriation of G. \$200 per year for insurance is G. \$100 more generous than the Methodist Board provision for the requirements of its missionaries, and we have, therefore, deducted this G. \$100.

If you find, on the study of the details of this computation, that the settlement made does not appear to you to be equitable, please feel free to point out any correction which should be made.

We have talked over this adjustment very frankly and fully with Bishop Gowdy. In particular we have raised the question of how far we should give out information as to either the fact of this adjustment or the details of the figures involved? I believe that Bishop Gowdy agrees with us that it would be wiser that our three University-supported Western families keep the amount and details of this adjustment confidential among themselves, as it would be easy to cause misunderstandings in some quarters where all the factors involved would not be known or appreciated. President Lin already knows that this adjustment is contemplated though we have not heretofore been able to give him any exact facts.

0839



Dr. and Mrs. W. J. Sutton

June 13, 1932.

-2-

We have requested Bishop Gowdy to write him in a frank and informal way, and I believe he will give President Lin full details of the settlement.

I will be writing you another letter within a few days in regard to possible arrangements for the future.

With all good wishes, I am,

Very sincerely yours,

*B.A. Garride*

BAG:PC  
Enc.

|                                      | <u>University<br/>Scale</u> | <u>Methodist<br/>Scale</u> | <u>Increase<br/>or<br/>*Decrease</u> |
|--------------------------------------|-----------------------------|----------------------------|--------------------------------------|
| <u>Dr. and Mrs. W. J. Sutton</u>     |                             |                            |                                      |
| (Began Service in Autumn, 1923)      |                             |                            |                                      |
| Salary (G.\$300 plus H.\$2,225.55)   | G. \$355.88                 | \$1,470.00                 | 614.17                               |
| Childrens' Allowances (H.\$1,008.55) | 252.08                      | 500.00                     | 247.92                               |
| Insurance                            | 200.00                      | 100.00                     | * 100.00                             |
|                                      | <u>\$1,507.91</u>           | <u>\$2,070.00</u>          | <u>762.09</u>                        |

0840

學大和協建福立私  
FUKIEN CHRISTIAN UNIVERSITY  
FOOCOW, CHINA.  
州福國中  
Department of Chemistry  
系學化

ack 8/14/33 Rod

NORVIL BEEMAN

T. H. WANG

WILLARD J. SUTTON

July 1, 1933.

ack- 8/14/33 by CAE.

Mr. B. A. Garside, Sec'y,  
Fukien Christian University,  
150 Fifth Ave.  
New York.

Dear Mr. Garside:-

We have just mailed to Curt Teich & Co. Inc., 1733-1755 Irving Park Blvd., Northcenter Station, Chicago, two photographs of our campus to be made into postcards, (copy of letter herewith). In the letter I have asked them to mail samples of the cards, and proof of the colored card to you for approval, rather than have them sent out here with consequent delay. Please use your judgement and if they appear reasonably satisfactory give them approval. It might be that you would want to keep some of these in New York for publicity purposes, in which case you could order 500 of each kind you choose sent to New York and the rest sent to us in Foochow. Or if you wanted a larger quantity, you could notify the company at time of returning proof. This would make the cards cheaper for all of us, so I quote prices per thousand postcards, and the price for the next higher quantity that can be ordered.

| Subject                           | ordered                         | Next higher quantity. |
|-----------------------------------|---------------------------------|-----------------------|
| Science Building (Blue sky)       | 2000 @ \$9.00 per M (reprints)  | 3500 @ \$8.00         |
| Womens Dormitory (Duotone, brown) | 2000 @ \$13.00 (new work)       | 3500 @ \$9.00         |
| University Campus (In color)      | 3500 @ \$15.00 per M (new work) | 6000 @ \$9.75         |

As soon as the printers have completed their work and sent the cards, I have asked them to apply to you for payment.

I don't write to you very often, but we are greatly appreciative of the fact that there is an efficient and loyal staff in New York.

With best wishes, Very truly yours,

Willard J. Sutton.

0841



(Sent with Mr.  
Sutton's letter  
7/1/33

Fordhow.

July 1, 1933.

Curt Teich & Company, Inc.  
1733-1755 Irving Park Blvd.  
Northcenter Station,  
Chicago, Ill.

Gentlemen:-

Under separate cover I am sending you two photographs and an oil colored enlargement. We wish 2000 Duotone post cards of the Women's dormitory (light brown) @ \$13.00 per M. and 3500 colored post cards of the general view @ \$15.00 per M. (C.T. American Art) as per samples you submitted in your letter of January 9th. The oil colored enlargement will show the proper colors for the colored card. Unfortunately our best photos of this view have some spots in the sky, but since you put in clouds artificially, I believe these spots can be covered. In addition we would like the name to appear in Chinese as well as in English. To do this I am sending you a copy of the Chinese title which should appear horizontally in the lower right hand corner, with the English title on the left. I believe with slight expense you ~~can~~ can make a zinc of each of these titles and print it with the rest without any trouble. If not, kindly communicate with the New York office.

In addition to the above we would like 2000 reprints of the Bluesky post card of our Science Building (your No. 146024) @ \$9.00 per M.

We would like you to send proofs of the colored post card and samples of the others to the New York office for their check. It is possible that they might like to have 500 of each of these in New York, or to place an additional order on top of ours. When the cards are finished and ready for shipment to China by parcel post, you may call on our New York office for payment. Address:-  
"Mr. B.A. Garside, Secretary-Treasurer, Fukien Christian University,  
150 Fifth Ave., New York."

Very truly yours,

Willard J. Sutton

P.S. Send the photos to our New York office, do not return to China.

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FUKIEN

Fukien Christian University

August 14, 1933

Dr. Willard J. Sutton  
Fukien Christian University  
Focchow, China

My dear Doctor Sutton:

Your letter of July 1st addressed to Mr. Garbide gives us certain instructions regarding postal cards for publicity purposes. We also have before us orders from Curt Teich & Company covering your requirements. There is nothing else for us to do at the present time but to approve these orders permitting the company to proceed with the work.

At the present time we cannot tell how many cards will be required as promotional plans are not sufficiently advanced for us to make an estimate. It is quite probable, however, that before work on the cards has been completed, we will be in a position to state definitely whether or not we will need any more than the amount set forth in your order. We will keep you informed of further developments.

Very truly yours,

*C. C. Evans*

Assistant Treasurer

CAE:RC

0843



FUKIEN

Fukien Christian University

October 31, 1933

Dr. Willard Sutton  
Fukien Christian University  
Focchow, China

My dear Dr. Sutton:

I have a rather doleful tale to cite regarding the post cards ordered by you last summer.

Apparently the Curt Teich Company base their prices upon gang runs which are only put through when a certain number of orders are received. You can readily see that this would cause considerable delay if orders for cards were not coming in regularly. They seemed to be satisfied in the beginning with the order for 3500 cards on one particular subject but when about to put same on the press, they wrote asking if we would not prefer to change the order from 3500 to 6000 at a price of \$9.00 per thousand. We agreed to this immediately as we felt we could use 2500 cards for promotional work here in America.

In making the run, however, they reversed themselves and only printed 3630 giving a rather weak explanation that had they waited for a 6000 sheet run, there would have been an eight weeks delay. There has already been more than that length of time used in filling the order and we are rather surprised at their stupidity. They now state that any additional cards we require will need an order for 3500 at \$8.00 per thousand and with a little more grace, we have told them to take a slow run against the wind.

We are recommending that hereafter, when you are in need of cards of this nature that you send your requirement directly to us and we will get in touch with concerns in our immediate vicinity which seemingly are more reliable and more anxious for business.

According to your original instructions we are paying the bills and directing the Company to make parcel post shipment immediately. Regretting the misunderstanding which has arisen over this transaction, I am

Very cordially yours,

*C. A. Evans*

GAE:MP

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學大和協建福立私  
FUKIEN CHRISTIAN UNIVERSITY  
FOOCHOW, CHINA.  
州福國中  
Department of Chemistry  
系學化

NORVIL BEEMAN

T. H. WANG

WILLARD J. SUTTON

FUKIEN

Dec. 4, 1933.

C.A. Evans, Asso. Secy.  
Fukien Christian University,  
150 Fifth Ave.  
New York.

ack 11/3/34

Dear Mr. Evans:-

Your letter concerning the post cards we ordered last June "Explains everything" and we are all appreciative of your efforts in our behalf. Next time you can be assured that if I have to order the post cards it will be done thru you, and I am turning your letter over to our office for filing so that others may be guided in the same paths. This Curt Teich company made some post cards for Mr. Kellogg about six years ago and their letter sounded good so I placed the order there. I am sorry that your office did not get a few of these to keep on hand, and of course we would remail some if needed there.

We have just gotten our calendars out for 1934 and of course you will see them as soon as the mails can take them. Here again the printer was delayed so a few can barely reach U.S.A. by Jan. 1 assuming the mails function properly. Sometime we would like to know what you think of this idea for future use. This one was gotten together rather hurriedly this fall, and I am sure if worth while that better work can be done another time.

We are now going thru another of our periodic upheavals. The foreign consuls have not shown many outward signs of concern, but the people from Yenping, up the river, have been called in again, and many Chinese are quite concerned. Lack of knowledge coupled with the possibilities of the situation can make them real worried. Our 19th Route Army, which did so well at Shanghai, have done fairly well as our governors and protectors while here, and being Cantonese, it is to be expected they would not favor Chiang Kai Shek. It looks now as if politicians had misled the army into thinking that if they would start something the rest of China would follow, but they find themselves without any outside sympathy or support, and Nan-king threatening invasion, airplane attack and blockade. The real danger is with a communist army just above Yenping, there is some fear that the government may fall or be forced over to the reds who can take advantage of the situation from inside as well as outside.

Again thanking you for your help, I am,

Very cordially yours, Willard J. Sutton.

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FUKIEN

Fukien

January 3, 1934

Dr. Willard J. Sutton  
Fukien Christian University  
Focohow, China

My dear Doctor Sutton:

Your letter of December 4th in reality requires no answer as far as the raising of any particular question is involved.

I note, however, that you are sending one of the 1934 calendars which we are looking forward to receiving. We shall be very glad indeed to pass on our reaction relative to this particular type of publicity. Generally speaking, calendars, in my opinion, represent about the best type of promotional literature. I was in the clothing manufacturing business for about twenty years, and over that period for six years we tried calendars with order blanks attached. The percentage of returns from this class of advertising was higher than any other type used. A booklet may gain the attention while being read and even make a deep impression, but a calendar is repeatedly impressed upon the mind throughout the year.

Speaking more particularly of Fukien calendars, I know that one we received last year has been hanging over Mrs. Evans' writing desk at home and has elicited any number of comments from callers and visitors. This is only an indication of what might occur if they were distributed among a number of the constituency interested in Fukien.

Yes, the daily paper brings us news of the varied happenings in Fukien Province. We have been wondering if the Fukien staff are among those who have been marooned on a nearby island for safety. We are, of course, greatly and deeply interested in your welfare, and trust that you will be protected during these trying times.

Very cordially yours,

*C. A. Evans*

Assistant Treasurer

CAE:RC

0846

June 28, 1934.

3:00 A.M.

over

Dear C. J.:-

I am sorry it took so long to get these two reels ready. Also that I had so little time to work on it lately, and that the rains cut down on my plans to make certain other pictures.

Herewith two 400 ft reels now containing about 550 ft of edited film. I have suggested titles, or at least given a name to each scene in order as it appears. The lists are in the reel cans with the reels. Most certainly as you run these pictures over, time after time, many suggestions will come to your mind for improvement. One scene is too long, another should be cut out entirely, and some should be rearranged. You can quickly learn to do this yourself, or in every large city there are dealers who will make titles, or changes for you quite reasonably. I suggest that as soon as you get to Los Angeles, go to Kodak Co. (Kodak Stores Incorporated, I believe). They will develop your films free and then project it for you. Also they will show your present reels and you can order titles made and inserted, if you choose. For the present I suggest only principal groups be titled, you can add more any time.

Herewith one undeveloped film, mostly F. C. U. buildings. I have another reel in the

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camera with a few feet to be exposed, and will try to get it to you tomorrow early. If any parts of these are not good, you can throw them out, otherwise they can be inserted in the reels at appropriate charges. There is no charge for developing them at a Kodak dealers stand.

If you see any urgent needs in addition to that in the cards write me and I will try to make them and send to you.

I hope you have a successful trip and that the movies do their part.

With best wishes & bon voyage to all

Sincerely,

Willard J. Sutton

P.S. There are about 250 ft or more of the films, taken from my own films which you have seen before. Some of these can never be reproduced so please try to return them, altho they should be used as much as possible.

W.J.S.

P.S. I couldn't get the back lens out of your camera, but I cleaned it fairly well. It is at least 100 times better than it was.

JUN 28

1934

October 1, 1934

Dr. R. K. Swenerton  
Asbury Methodist Episcopal Church  
Los Angeles, California

Dear Doctor Swenerton:

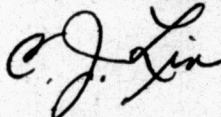
I wish to express my thanks to you for your many courtesies and kindnesses to me when I was speaking at your church. I could easily recognize the leadership which you supplied in your community. I also appreciate your deep interest in our Christian higher education work in Foochow. Your people gave me such a warm reception that I shall never forget the happy occasion there. When it is convenient, kindly convey to your people my thanks and ask them to remember us in our University work in their prayers.

You were also kind enough to suggest that your people may be interested in taking some specific projects in connection with our University work at Foochow. Enclosed herewith I am sending you a list of such projects which have been approved by our Board of Trustees, and endorsed by the Methodist Board of Foreign Missions as worthy projects to be presented to our churches. It will be a great help to our work if your church as a whole can take any one of the larger items, and some of your individual members may be interested in some smaller items. In any case, some contribution from your church will mean very much to the Christian higher education work at Foochow. I am sure you will do what you can to cooperate with us in this matter.

Under separate cover we are sending you some literature. Should you need more, kindly write me at the above address and I will be glad to send more to you.

It will be a great pleasure to hear from you some time.

Yours sincerely,



CJL:HV

Enc. List of projects.

Under separate cover - 5 copies "Fukien News" July, 1934  
" " "Since we hired that hall."

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n. d. [1]

FUKIEN CHRISTIAN UNIVERSITY PROPOSED BUDGETS  
FOR PRESENT NEEDS AND DEVELOPMENTS

Notes

by

Professor Willard J. Sutton, Ph. D.

Agricultural Extension

Fukien is essentially an agricultural province with plenty of land and rainfall to greatly increase its production. At present our College is doing some work with cotton, - which is seldom seen in Fukien. With its vast mountain areas forests can be greatly extended, - the present pine and fir trees can be supplemented by many other kinds. Lumber and lumber products - resin, paper, wood, chemicals - are now in a very crude state of development.

One of our young chemistry teachers has done a brilliant piece of work - pine tree stumps are very abundant due to lumbering operations; he distills these roots in simple furnaces which he has developed, and gets many products - all of which - resins, turpentine, cresols, retene, and many others which can be the starting point for a fine chemical industry, but his immediate objective is the production of an oil which will run Diesel engines in river launches and buses. He has made a brilliant attack on this problem, without library and material equipment, and so has helped offset the blockade which keeps out motor fuel.

Tung oil (Chinese wood oil) is a most valuable paint and varnish oil; the Fukien mountain-sides could produce large quantities, making the province one of the logical centers of production for China.

Animal husbandry. The vast mountain areas could produce large quantities of goats, - the Chinese now raise them only in limited areas. Cattle are also raised, as well as water buffalo, but only to a limited extent. Pigs and chickens are raised extensively, but are generally poor in quality. The University now maintains high-grade strains of goats, cattle, pigs and chickens and sends these out to the villages as fast as possible to raise their economic level.

It was Professor Kelloggs' suggestion over seven years ago that one simple but effective step in advancing production was the planting of winter crops, especially winter wheat and to some extent white (Irish) potatoes. Now large areas of Fukien are green with production during the winter months. Dr. Francis Chen, our own graduate, induced the Fukien government to back this program until it could demonstrate itself. In certain regions white potatoes, tomatoes, and carrots have overcome native prejudice and are now "native" food, due to University and Missionary introduction.

Citrus fruit - much work has been carried on by F.C.U. in this field. At least six thousand sturdy seedlings of the native orange and pomelo have been grafted with high grade oranges and mandarin oranges and pomelo of eight or more of the most important varieties. These are to produce replacements for our own fine citrus groves, and to stock those of Fukien farmers with higher grade fruit.

Sugar cane - Fukien in several regions produces sugar, and can do so on a large scale. At present the crop is poor, and the sugar quality very low. Some work

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has already been done by our staff on this, and there is a great opportunity, both in the cultivation of better cane, and in proper refining.

In semi-tropical Fukien there is much need of insect and plant disease control. Work is being done in both these fields, but it should be greatly expanded. Much work is also being done on rice-seed improvement, vegetable and flower gardening, and bee keeping.

#### Agricultural Staff

The Agricultural College is now working specially to build up its work in horticulture and agronomy. Animal husbandry greatly needs expansion. Good use could be made of men in Agronomy I, Horticulture I, Animal Husbandry I or II, Forestry I, Entomology I, and Plant Pathology I.

Some of the above would be new, although filling important gaps. But others would expand to allow present staff to better handle their immediate problems. President Lin has had a hard time to maintain and hold his best teachers. Other mission colleges and government institutions have drawn them away. The budget for building and equipment has eaten available funds to such an extent that salary schedules (including the president's:) are on a "service ideal" basis, and not on a competitive basis with other institutions. I know there is some feeling in quarters here, and in staff members minds too, that President Lin is a little close, but I know that he is trying to consider all needs, and in many ways deals generously. He should at once be able to raise Chinese staff salaries, and to create a real furlough allowance that can be depended on.

#### Estimate

Seven new Professors of Agriculture - including a building up of furlough allowance - at U.S. \$2,000.00 per year. . . . . \$14,000.00

#### Agricultural Equipment

Present work at Shaowu needs building and equipment (to be specific, one item I know of, - a field refractometer, for study of sugar content of cane in the field - U.S. \$80.00). But in general, equipment cannot be sent to Shaowu, so they will have to be content with what can be built there.

Eventually the school plans to move back to the Foochow campus. Due to its location, in the center of important Shaowu agricultural region, a permanent branch of our agricultural work should be maintained there. This should be considered in budget plans. Students should spend some time there, - land is expensive around Foochow campus, but much is available at a moderate price in Shaowu.

#### Estimate of needs in Shaowu

Blind estimate for building and equipment, increased land facilities, livestock purchase and maintenance, and labor supplies. . . . . \$4,000.00

Estimated cost of this permanent work per year. . . . . \$1,200.00

When the school moves back to the Foochow campus, at least one new agricultural building will be required as the present building is far too small. More level land is needed and it will be expensive. (Very probably, under Japanese occupation, it could be bought more cheaply.) What will be the building costs in post-war China? Cement, glass, metal - what will be the exchange rate? What will be the price of labor and local materials?



Estimate of needs in Foochow

|   |             |
|---|-------------|
| New agricultural building - plus out-buildings, livestock, etc. - . . .U.S. | \$20,000.00 |
| New land (Foochow). . . . .   | " 2,000.00  |
| Agricultural staff houses (six) . . . . .                                   | " 7,000.00  |
| Agricultural equipment (Foochow). . . . .                                   | " 5,000.00  |

Exchange rate. All the above rates are estimated on basis of 18 to 1, which may change considerably in the next few years. Hence, all figures are in U.S. money.

These remarks are all on the Agricultural College. Time will not permit similar elaboration on the Arts and Science College work. But the staff needs, etc., are typical of the other College Departments as well.

General Building Needs on Foochow Campus After the War

The present school and teaching body is considerably larger than when on Foochow campus. There is much unrest in minds of students and teachers due to the uncertainty of the times. If real assurance can be given of adequate expansion on the Foochow campus to meet all needs, the student body will willingly go back. If there is a faltering, however, there might be a serious scattering, and the University's service might be greatly curtailed. Government school competition will be strong, and mission colleges in other parts of China also have their pull on Fukien students.

The library building plans were complete, and some money had been raised, just as the war started. This building should go up as soon as possible after conditions permit. A second urgent need is the biology building. Our school has an ideal situation for the study of Biology, and has always maintained a high-grade department. Such a building will allow other sciences to expand into present biology quarters, thus relieving congestion which would hamper our fine science work, for which F.C.U. has always been well-known.

Estimate of building needs

|  |                  |
|--|------------------|
| Two large buildings - Library. . . . .             | U.S. \$25,000.00 |
| Biology. . . . .                                   | " 25,000.00      |
| Dormitory expansion. . . . .                       | " 12,000.00      |
| Faculty staff residences (12). . . . .             | " 15,000.00      |
| Anticipated repairs - present property - . . . . . | " 5,000.00       |
| Equipment (except agricultural). . . . .           | " 15,000.00      |
| Social hall. . . . .                               | " 6,000.00       |
| Athletics field and gymnasium. . . . .             | " 10,000.00      |
| Electric and water pumping plant . . . . .         | " 30,000.00      |
| Infirmery and equipment. . . . .                   | " 2,000.00       |

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### General Staff Needs in Foochow and Shaowu

Botanist (for agriculture and biology), chemist, zoologist, physicist, doctors of medicine for clinic, musicians and their equipment. (Music and dramatics contribute very much to campus life and character building, - our best graduates, very often, were in the Glee Club!)

Ten new staff members at \$2,000 per year. . . . . U.S. \$20,000.00

All of the foregoing is new equipment, building and staff needs. The staff expenses would have to come regularly year after year. The institution will rise or fall according to its means to fill staff and building and equipment needs on its return to the Foochow campus.

### General Needs

Students cannot meet the increased cost of education; their difficulties are enhanced by the regulations of the government of China, which is to be commended for its firm attitude in keeping college standards high during wartime.

In our chemistry laboratory in Shaowu, we are making our own alcohol for fuel, and have found the little charcoal stoves of clay very useful and economical for some types of heating. We have also been able to improvise chemical supplies in a few cases from local sources. But, in general, we must use our chemicals carefully and buy at greatly increased prices while we may.

Importation from Shanghai has meant doubling the cost of already high chemicals purchased on a U.S. dollar basis. Office supplies (typewriter ribbons, etc.) are difficult to get. We now make our own blackboard chalk. We have a fine physics workshop, and that has enabled our mechanics to make many ingenious pieces of apparatus, some of which are improvements on standard American apparatus for the teaching of physics. Our Biology Department, of course, can be depended upon to collect and supply its own laboratory specimens. While in temporary quarters in Shaowu, Dr. Cheng has made a large collection of well-mounted birds of the surrounding region.

The present capture of Foochow will make the cost of supplies still higher in Shaowu, and perhaps in many cases they cannot be had at all. I can also testify from personal experience that we often have to improvise for weeks or months, until long-ordered Shanghai text books can reach us.

There are other numerous departmental needs which lack of time forces me to omit.

### Rural Service (See China Colleges Case Book, pg. 22, C-1)

I have not mentioned in connection with agricultural work that we have a fine Rural Economics Department and Rural Sociology Department in Shaowu. They are country-minded, often sending teachers and students to the country - holding fairs, demonstrations and exhibits. We have staff to do the work, and some cameras, so Visual Education equipment would greatly aid this program. The Student Christian Association also does work of this type. Sending of high-grade seed, poultry, goats, etc., to remote country villages could be done on a greater scale than at present, with financial aid. This should include help to refugees on new land.

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### Rural Health Program

In spite of "primitive" living conditions in Shaowu students and teachers have kept fairly well. The shortage of quinine is always a threat that malaria may get out of control. This disease is bad in villages at all times, and now more than ever. The making of more mosquito nets at low cost by cooperatives is a great service to be encouraged. Our present staff maintains a clinic and does some outside medical service.

Dr. Chiu Shao Lin, one of our own graduates, proved a fine surgeon, and had a true missionary spirit while he was with us in our Shaowu clinic, - serving sick soldiers and others off the campus on his own initiative. He now is completing his first year of advanced study at the Mayo Clinic, Rochester, Minnesota. Dr. Chiu may be in this country as much as two more years, but we must do everything possible to get him back into his work in our medical department.

Health education, as well as agricultural education, is a task for our Rural Service and Extension Departments, and needs funds.

Building needs for the future have already been mentioned. Shaowu building should also be described. Building costs are high, especially as carpenters and masons are hard to get. Wood, stone (river cobblestone), some crude brick and tile, and mud are the materials used, together with a lime wash over the walls. In spite of the very extensive American Board property available, we have already had to build as follows:--

#### Two-story buildings

1. Library - classrooms
2. Chapel - classrooms
3. Men's dormitory
4. Four-family apartment house for teachers - another was about to go up as I left in January, 1941.
5. Smaller faculty apartments, etc., on the North Gate campus.
6. A dispensary with several bids, was planned for early construction.

These, plus a large amount of crude wooden furnishings (laboratory equipment, tables, chairs, etc., for the entire school), represent the building program in Shaowu. Fortunately, enough window glass had been purchased to glaze almost all the windows. Additional buildings must be put up, as the science work more than fills the large hospital buildings of the Mission.

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